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Electronic Data Reporting Template
Guidance Activities Results Report (Large Group)
School: School name
Target Group: (whole school, entire class, grade level)
Target Group selection is based upon: (the following data/information/school improvement goals)

ABSTRACT
This section is to allow the reader to quickly see what the project is all about. This should be one short paragraph summarizing the rest of the paper. You should include the purpose, participants, method, and results – both expected and actual.

PROJECT DESCRIPTION
This is the who, what, where, when, why, and how section.
Introduction (Why)
- Identify the Utah CCGP Student Outcome or desired result for student learning.
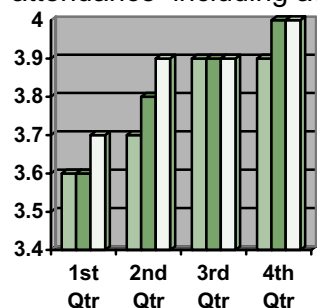
Participants (Who)
- Number of students participating/affected
- Target group

Method (What, When and Where and How)
- Guidance lesson content
- Curriculum and materials
- Project start and end dates
- Class or subject in which the lesson will be presented
- Evaluation methods – How will the results be measured? (E.g., pre/post tests, number of students retained, scores on tests, number of incidents reported, etc.)
- Counselor(s)
- Curriculum and materials used

RESULTS
What are the results of the project (i.e., skills/competency data, changes in behavior, grades, attendance–including achievement data)?

You can insert graphs by selecting "Insert/picture/chart." From there, you can input whatever data you would like. You can add text around the graph by right-clicking on the graph, then the selecting the "Show picture" toolbar. In the toolbar that pops up, click on the icon that looks like a dog with lines through it, then select "Tight."

DISCUSSION
This section is the place to talk about implications. What does the data tell you? What can the students do with this now? It is also the place to talk about anecdotal information, successes, improvements, and future directions.

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